

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #16-178**

OPENING DATE: 29 Jul 16 **CLOSING DATE:** 12 Aug 16 **AGENCY:** 0701 **PIN:** 40

POSITION: GRAPHIC ART SPECIALIST

STARTING SALARY: \$28,770.06

LOCATION OF POSITION: MS Military Department, Public Affairs Office, 1410 Riverside Drive,
Jackson, MS

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6146 DSN: 293-6146

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027,
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. College degree (Associates or Higher) in Graphic Design/Visual Communication and two (2) years' experience in Graphic Design, Visual Communication, or related field.
2. Proficiency in the use of desktop publishing and design software when applying basic/intermediate layout principles to produce a magazine/brochure for production.
3. Proficiency in digital still photography operations.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Creates vector and raster-based graphics, performs desktop publishing operations, prepares electronic presentations, performs multimedia authoring, and creates animations using industry standard vector-based graphic design software.
2. Demonstrates technical proficiency in the use of desktop publishing software when applying basic/intermediate layout and design principles to produce a magazine/brochure for production.
3. Designs and develops graphics and multimedia products of varying complexity for diverse audiences within the Mississippi National Guard and the Department of Defense.
4. Operates input and output devices to acquire, edit, and manage digital imagery, including scanning to convert analog imagery for use in digital graphic and multimedia products.
5. Conducts basic digital still photography operations to capture military department events and programs.
6. Maintains the Public Affairs public web page, ensures all web-based material meets all Information Management and Department of Defense security requirements.
7. Provides timely public information, digital still image and video updates to Joint Force Headquarters-MS social media platforms and blogs.
8. Operates various computer programs to include Microsoft Office software, and various other job-essential programs.
9. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership in the Mississippi Army/Air National Guard is not required.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**

***MUST PROVIDE WORK PORTFOLIO IF SELECTED FOR INTERVIEW AND REFERENCES UPON REQUEST.**